

# US Small Business Administration



Dear Team SBA:

I wanted to provide you an update regarding the lapse in appropriations that has occurred. **This message applies to all employees except for disaster-funded personnel, who are covered by separate appropriations.**

First, note that **all leave and travel is hereby cancelled unless authorized by General Counsel.**

We have posted information on [SBA.gov/furlough2018](https://www.sba.gov/furlough2018) and will be keeping this information up to date as the situation evolves. This site is the best source for up-to-date information. Additional information about the furlough is available through the Office of Personnel Management (OPM) on their [website](#).

By now, you should have received an email from [SBA\\_TalentCenterAdmin@csod.com](mailto:SBA_TalentCenterAdmin@csod.com) (the SBA Talent Center Administration) informing you of your designated status (Excepted, Exempt, or Non-Excepted) during the furlough. If you have not received this email, check the "clutter" and/or "junk" folders in your email box, or contact OHRS at [furlough.guidance@sba.gov](mailto:furlough.guidance@sba.gov) as soon as possible.

Regardless of your status, all employees need to report to work at your normal time and place of duty on Monday morning.

- If you are on detail to another department or agency or attending off-site training, report to your **home office of record**.
- All employees detailed to the Office of Disaster Assistance (ODA) will NOT BE AFFECTED BY THE FURLOUGH and should report to work as normal.

Check your SBA email for notification of an All Hands Conference Call on Monday at 10:00 am EST. I will be leading the call, and it is critical that all employees call in, as I'll be sharing important information and next steps with you. **This call should take priority over any scheduled meetings or activities planned for this time.** In fact, any other meetings or events scheduled for Monday (and for the duration of the shutdown) need to be canceled. For those employees in the Mountain and Pacific time zones that are not able to participate in the 10:00 am call, I will conduct another call at 12:00 pm EST/11:00 am Central/10:00 am Mountain/9:00 am Pacific.

Upon arrival at work on Monday, refer to page 9, Section 3 in the [SBA's Plan Operating In The Event Of A Lapse In Appropriations](#) for a list of "only" permissible activities. Beginning at noon on Monday, employees will no longer be permitted to utilize SBA email or other federal resources. Please know that **use of Federal resources while on furlough status is prohibited by law and is considered a criminal offense.** Employees must NOT represent the agency in any formal or informal capacity; this includes not using personal email accounts or computers to conduct SBA business.

I understand that this situation puts our workforce in a difficult situation. We will work closely with all staff to support you throughout this period as best we can. Our hope is that the furlough will be brief. I urge all of you to watch the news and go to [SBA.gov/furlough2018](https://www.sba.gov/furlough2018) for the latest information on our status.

Sincerely,

Linda E. McMahon  
Administrator, US Small Business Administration